P 2210

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II 8 1891

St. No — 1 —

No. A 698

Memorandum.

In Proceedings No. 2303/180 dated 14th July 1884, a money limit of Rs. 4,300 per mensem was fixed as the cost of the Establishments of the General and Revenue Departments of the Dewan's Office, as follows:—

Superior	Rs 3,105
Inferior	Rs 1,195
Total	Rs 4,300

2. The cost of the Superior Establishment has since been reduced as follows:—

(1) By the transfer already made of the Forest Estt. to the Inspector General of Forests — Rs 145-

(2) By the transfer of the Mortuary Establishment to the Senior Surgeon, now to be effected — Rs 45-

Rs 190-

3. The cost of the Inferior Est

has also been reduced by the transfer of the Park Establishment costing Rs 42/- per mensem, to the Public Works Deptt.

4. Thus, the total reduced Sanctioned Scale of the permanent Establishment of the General and Revenue Departments is as follows: —

Superior — Rs 2,915-
Inferior — Rs 1,153

Total Rs. 4,068 which will be the maximum limit of the monthly cost of the permanent Establishment. Included in the cost of the Superior Establishment shewn above, there is an amount of Rs 250/- a month, the pay of the Manager, which appointment will remain unfilled for the present.

5. In addition to the permanent Establishment above referred to, a temporary Establishment costing Rs 123/- per mensem was entertained sometime back for the rearrangement of Records and for writing up the Index Books - a work which had been left undone since 1879.

considerable progress has been made in this work, but the work still remaining to be done is likely to occupy 6 months longer. The continuance of the above mentioned temporary Establishment is accordingly sanctioned till 31st March 1887, within which date, arrangements should be made to complete the work. The scale of this temporary Record Establishment is as follows:—

1 Clerk on Rs—	30
1— Do ——	25-
2 Clerks on Rs 20/ each	40
1 Clerk ——	12
2 Duftuebunds on Rs 8 each ——	16
Total	123.

6. In the Proceedings of 14th July 1884, a monthly sum of Rs 220/- was, as a temporary measure, sanctioned on account of Super-numeraries and Personal allowance. The personal allowance now paid to one official amounts to Rs 50/- This official should be otherwise

provided for as quickly as possible, and the sanction for his personal allowance should cease at the end of the official year.

7. Following the precedent of other Government Officers, a sum of Rs 150/. per mensem will be placed at the disposal of the Chief Secretary for distribution as personal allowances to deserving officials on the sanctioned permanent Superior Establishment, for whom it has been not possible to give promotion in the usual course. Such personal allowances always to lapse when the official gets promotion in due course. The sanction above given for personal allowances amounts to Rs 200/. of which Rs 50/. will lapse on 31st March 1887. Per contra, Manager's pay Rs 250/ is a saving.

(Sgd) K. Sheshadri Iyer
Dewan of Mysore

24th August/86

Copy to the Comptroller
for information & guidance
(Sgd) K.S.

Copy

Memo:

No. A.

8/24/1886.

Scale of Price
Establishment

I Local Boards Branch -

	Designation	Name	Present pay	Proposed pay
1	Head clerk	Jagannatha Chetty ✓	40	50 ✓
2	Deputy Clerk	V. Krishnasamy Mudr ✓	40	50 ✓
3	Accts.	N Kesavenpar	30+7	40 ✓
4	Do	E Subbramonyam ✓	25	30 ✓
5	Correspondents & Despatchers	Thiruvengadasamy Mudr ✓	32	40
6		Srinivasa Murthi ✓	25	30 ✓
7		Moorgesa Mudr ✓	20	20 + 10
8		Pichu Iyer		260
9	Record Keeper & Vacant			40
				300

Wants the man on long leave - I can do without but should get 40 - if he goes or may fit to retire

Now in Cuddapah 2 temporary hands are acting for him on 15+15

Wishes to give him an increase

50 - will rise to 60 another better by a bye.
50.
40
30
35 - that is if Tiruvengadam Mudr is fit to continue
30
25
20.

280

I Revenue Accounts

Descrn	Name	Present pay	Proposed pay	
Head Acct	A Ramaiya	60	120	Hon'y Rs 50
Dy Acct	V Venkatesaya	60	80	-
Book Keeper	C. Byatakrn	50	60	-
do	A. Ramakrn	40	50	
do	M. Venkatsubya	35	40	
do	———	—	30	
Compiling Acct	———	—	40	
do	———	—	40	
do	———	—	40	
do	———	—	40	
do	M Ramachendrakrn	20	30	
do	C J Singaravelu Mudr	30	30	Now on leave. 2 persons acting instead on 15 + 15 -
do	———	—	30	
do	———	—	30	
English Clerk	———	—	40	
do	———	—	30	
do	———	—	20	
do	A Venkatachari	15	20	
Vern Clerk	———		30	
Do	M. Venkatnarainapa	15	20	
		0 9 hands 365	820	
Record Keeper Dfd	Muyagasai Mudr	45	~~60~~ 55	
Asst do	———		~~30~~	
		10 hands 410	~~50~~	
			920	

1 Vacancies

~~855~~ Rising

875

IV Pekhoo & Pekhin Reports

	Designation	Names	Present pay	Proposed pay
1	Head Mundri	Naranapa	80	80
2	do	Guruvanthia	60	60
3	Dy Mundri	—	—	30
4	do	Srinivasa Shetty	20	25
5	do	—	—	25
6	Precis Writer	M K Srinivasaiyan	60	70
7	Translator	Isac David Att	60	60
8	do	—	—	50
9	Reporter	C Venkatarow	25	25
10	Nominal Writer	A Ramanna	20	20
11	Rest Keeper - From	Gayundra	20	25
12	do - To	Rangaiya	20	25
13	A.V. Clerk	Vellina Mudr	35	40
14	do	S Krishna	30	35
15	do	C Sekaran	15	25
16	do	G Subrayalu Naiu	15	20
17	Reporter	—	—	50
			13 hands	663
			~~400~~ 460	

Mirzan

Desgn	Names	Present pay	Proposed pay	
1 Headcl	C Venkatesya	50	50	40
2 Dy Cl	N Srinivasa	25	25	
3 Accts	S Shamanna	20	20	15
4 Engl Cl	C Muthuswamy	20	20	
5 Vernr Cl	C Krishna Murthy	20	20	
6 Do	Nilkanta Rao	15	15	
7 Do	Venkatrao	15	15	
		7	165	

Note Recently organized Establishment - Previous to the recent organization these Mirasis were drawing the pay above shown in words opposite their names respectively -

VII. Indexers.

Design.	Name	Present pay	Proposed pay
Chief Indexer	S Nanni	50	55 —
Dy Do	S Ananthan	25	30
1 Clerk	S Sundaresayan	—	20
	Increase 5 in		
	Diary Dept	2 hands 75	105 —

VIII Diarists

Chief Diarist	C V Venkatachary	70	70
	M K Srinivasayan	60	
Dy Do	—	—	40
Clerk	S Srinivasayan & acct Increase 15		20
	2 hands 130		130

IX Current Records

Dy Record Keeper	In Page	100	100
Record Keeper	Thyagarajan Mudr	45	60
Do	Annamalay Mudr	30	40
Do	Mustafa Khan	25	30
	4 hands	200	230

VIII

Gt Records – English

Desgn	Name	Present pay	Proposed pay	
1st Record keeper	Krishnè	100	120	✓
Up 1st Do	Venkatah	50	70	✓
Record keeper	Govindarajulu	40	40	
Do	———		50	
Do	Srinivasah		20	

Mr Hay's pay ? #70

4 hands 260 300

IX

Gt Records Vernr

Desgn	Name	Present pay	Proposed pay	
Asst Record keeper	Kumarasy	70	70	✓
Record keeper	Ramachenderlu	15	20	
Do	Seenappa	60+15	25	

3 hands 110 115

XII Record Camp

Drafts & Writers Office Establishment

For	Designation	Name	Present pay	Proposed pay
Dewan	Munshi	[illegible]		60
	English Clerk	Sivaramamurthy Iyer	50	70
	do	[illegible]		50
	do	A V Ramanujachariar	30	40
	do	[illegible]		25
				235
1st Counciller	Munshi	—	—	40
	Eng: Clerk	—	—	40
				80
2d Counciller	Munshi	—	—	~~40~~
	Eng: Cl	C K Krishnaswamy	30	40
				80
Mr Narasimha	A V Clerk	C V Subbarao	50	50
Chief Secy	Munshi			40
	Clerk	L Sakharamiah	40	50
	~~Clerk~~			~~40~~
				90 ~~130~~
Mr Subarayan	A V clerk	P Ramaswamy Iyer	30	40
Camp Office	Hd Cl	M. Veeraraghavachariar	70	90
	Clerk	V R Sripathi Iyer	50	60
X	do	A V R Narasimha Iyengar BA	30	50
	Munshi	M Krishnaswamy	20	30
	English Reps	Subarayalu	30	~~40~~ 40
	Vernr Reps	Chandrasekharasastry	27	~~40~~ 30
	Despatcher	Byriappa Mudr	30	40
			190	~~350~~ ~~230~~
Camp —	Camp Supt	—	—	100
	~~Asst~~ Do	—	—	50
	Mudaliy	—	—	25
	Do	Krishnasamy Iyer	15	20
				195

PTO

XI

Temporary

	Pay	Perquisites
To Mr Page provided for in Lt Branch on £60, but Whoever draws £100		40
Clerk for Depositions		40
do		30
do		20
		130

Pay of Deputies Chargeable Matches not given filled up

Mr. Francis Upcott

Memorandum.

In a previous Memorandum submitted with necessary statistics, it was brought to the notice of the Dewan that the work in the Head Quarters Office had considerably increased, and that the existing establishment was inadequate to cope with the growing work of the office, and that there was consequently necessity for adopting measures to secure a more prompt disposal of papers. With this view, it was advocated that the office should be divided into several branches, with specified work allotted to each, and be placed under a responsible

Officer. This system was, as an experimental measure, ~~practically~~ tried, with the sanction of the Dewan in the case of the Petition, the Muzrai and the Local Fund Branches. The experiment has been found to be successful, and secured to a great extent the desired object.

(2) It is now therefore proposed to adopt it generally, and with this view to divide the office into 6 branches: viz

(1) The Local Board
2. The Rev: and account
3. The Financial
4. The Petition
5. The Muzrai
6. The General

and allot work to each as detailed under:

All the Sanctions already given by Government

3. Preparation of certain Periodical Returns to be sent to the Govt of India.

4. Accounts for Dassara Speech & Durgapuja & annual Report.

5. Correspondence connected with the above

Mr Ram Rao. Probably Asst will have the immediate Supervision of this branch.

III The Financial Branch

1. Pension and Gratuity applications

2. Contingent Bills of Distts, Lal Bagh, Fort &c and Dewan's Office

3. Office Pay abstract & Budget.

4. Pay, Acting allowance & Salary Bills.

The Undersecy Superintendent may be in immediate charge of this

No change in Office Pay abstract to be made without the Asst Secy's sanction Even the Undersecy be temporarily absent

IV The Petition Branch

1. Petitions
2. Reports thereon
3. Revenue appeals.
4. Precis & translation of material papers in Rev appeals.

5. Other translations

6. Compilation of Revenue Decisions for the Monthly Volume of Proc.

This branch will be superintended by Mr Ramasawmy Iyengar Prob. asst Com

V. Ellugai Branch

This branch having already been formed and placed under the Ellugai Secretary, further allusion to it here is needless.

VI. The General Branch.

1. Residency Correspondence & ~~returns~~ Periodical Returns to be sent to the Govt of India
2. Judicial Correspondence
3. Military "
4. Police "
5. Political Pensions
6. Leave applications & moved by Magl powers — with the recommendations thereon

Residency Mr Ramasawmy except returns & reports & accounts which will be dealt with by Secretary Branch

Leave with Pt Ellugai

7. Such other correspondence as may not pertain to any of the other branches.

This and the Financial Branches

(7) The Diary is the chief source of information in respect of work done in the Office, and should therefore be prepared with great care and method. A complete index will be prepared in the monthly Diary. As soon as fair copies are despatched the drafts thereof with ~~folio~~ connected papers will be sent to the Diarist, who will be held responsible that every letter and order so sent to him is entered in the Diary. The Senior Clerk in the Camp Office will arrange to send letters to be entered in the Diary, as soon as they are issued. When this is from any cause impracticable, he should at once ~~send~~ submit an abstract thereof to the Min. Secy in the prescribed form. The Diarist has recently been given an assistant; there should now be no

delay in the issue of the Volume, which shd be in circulation by the 15th of the month following that for wh. it is ~~date~~ prepared.

(8) In addition to this, there will be prepared a weekly Diary, which will consist of an abstract of all ~~papers~~ orders issued during each week ending ~~on~~ Saturday. This should be written by the Diarist and be sent to Press before noon on the Monday following. As the abstract will not be very bulky, it should be printed by Tuesday evening. ~~I am~~

(9) As each branch will thus keep its own records for the current and the year preceding, sending older papers to the General Record, there will be no need for a

separate

I think the current records system should be maintained

separate Current Record Branch. For the present however, and until room can be found ~~downstairs~~ in the General Records, the "Current Records" as ~~hitherto~~ will be maintained in immediate charge of Mr Page, with Sreenivasiah as reference picker.

(10) The General Records are in many respects in an unsatisfactory state, as it takes time to pick up references there, and moreover there remain many letters to be indexed, many to be re-placed in their respective files, and useless ones to be destroyed. This Dept. should therefore be placed under a respon-sible and experienced Officer to re-arrange & select papers for destruction keeping a daily & detailed record of such work.

(11) The Officers in charge

of the several Branches will personally check and scrutinize the work done in the Branches over which they preside before submitting papers or drafts for covers. They should also see that the Registers, Records and Indexes are kept correctly and neatly, so that when at the close of a year, these are sent to the General Records, the officials there may experience no difficulty in getting up References.

(12) W. E. R. Library Per. asst to Comm. will be employed in reviewing Departmental Reports and in compiling the Quinquennial Administration Report.

(13) Appended to this Memorandum will be

Forms

found a list shewing the proposed distribution of the Establishment of the Dewani Office. This ~~could~~ does not include the names of Krishna Sing (Rs 50) and Annoo Ram Nair (Rs 25) These 2 Officials have been for some years working in the Office of the Director of Statistics & Agriculture, and they may therefore be removed from our Office Pay Bill to that of Mr Ricketts.

The whole Establishment requires much enlargement

I shall exclude these in my proposals

(11) In filling up the appointments of Assistant Manager and Registering Clerk (Mr Hayes), I would advocate the distribution of the money thus available among the more deserving clerks of the Office; & regarding which I shall personally speak to the Chief Secty.

A more comprehensive & complete scheme is necessary

List shewing the distribution of the Establishment of the Dewani Office as now proposed.

I. Local Fund Branch

35+5 1. Jagannatha Chetty 43 (43 B)

40 2. V. Kistnasawmy Mudaly 64

25 — 3. E. Subramanya Iyer 52 (Retd 15)

25 — 4. S. Srinivasa Murthy 57 (50 Hd Asst)

20 5. Moorgesa Mudaly 52 (Cashier)

15 — 6. Peter Iyer 48 (17 B) (Cashier)

25+7 7. Serovenjadosawmy 14 (13 B) (Clerk)

197

II Per & account.

100 — 1. N. Ramiah 38 (38 B)

60 — 2. V. Venkatasingh 30 (32 B)

50 — 3. C. Byala Row 40 (40 B)

40 4. N. Rama Row 42 (40 B)

35 5. M. Venkatsoobbiah 20 (20 B)

20 6. M. Ramchendra Row 75

15 7. M. Venkatnarrabha 27 (28 B)

15 — 8. A Venkatachary 10 (9 B) (Deputy Clerk)

15 9. Raja Mood 8 (8 B) (Compilt)

350

10. Compilt

11. Acct.

12. Acct.

New appts. Good & efficient accounts to be selected for these posts

+ now acting on 15 Rs may be confirmed on Rs 20, being a useful hand

* now draws 15 Rs. May be given 20 as he is a good hand

o acting on Rs 15. May be confirmed on Rs 20.

III Financial Branch

1. T. Ramasamy Pillai 70+10
2. C. L. Smith (new appointt)
3 - another experienced accountt (new apptt)

~~IV~~ Petition Branch

~~1. S. Ramappah 70+10~~

2. K. Gurumoorthiah 60
3. Isaac David 60
4. T. Ruthnam Mr 35
5. C. N. Venkat Rao 25
6. A Ramanna 20
7. Vijayender Rao 20
8. Srinivas Sastri (12+8)
9. C. Seshagiri Rao 15
10. G. Subbiyalu Naidu 15
11. Suryappah (ag Jr S Treasurer) 30
12. Annamalay Mr 30

330

13. a cypher

14 } New appointments
15 } Translators and
16 } Precis writers.

V Ellayar Branch –

1. C. Venkatasiah 53.
2. N. Sreenivas Row 57
3. S. Sham Row 57
4. C. Krishnamachar 55
5. C. Krishnamurthy Row 56
6. Mukkanta Row 56
7. Venkata Row. 57

VI General Branch –

× Wd recommend Krishna Shastry B.a. translator Ch. Court being bright in Tel. – nice Sanskachari

1. × Under Secy Clerk
2. Press clerk
3. W. W. Page 5 573 CR
4. Thyagaraya 26 Mor CR 573
5. Sadasiva Mor 23 Beser 573
6. Thondry Mor 13 Coolie 1273
7. N. Chinnadaur 48 Pillai
8. Ettarajulu Chetty 11 CR 1073
9. N. Venkatarasiah 15 1573
10. Mustafa Khan 37 Ret Sheristadar 3773
11. C. Sreenivas Row 66 (old Residency Record)
12. C. Subba Row 1173
13 – 1 Drafting Clerk.
13 – 2 Press Writers
13 – 1 Accountant

818 ~~808 810~~

(X 10' 13 – 1 Shroff

Peon – 1 – P.G. 8 as Peon

Messenger

Indexers
1 S. Ramiah
2 B. Ananda Rau

Diary:
1 M. K. Sreenivasa Iyengar
2 S. Sreenivasa Iyengar

General Revenue
1. M. S. L. Hede
2. C. Venkoba Rau 50
3. Govindraj Moor 40
4 Rangannah
5. ~~B. Sreenivasiah~~

Vernacular Revenue
1 A. R. Kumaraswamy Mudaliar
2. C. L. Ramchendra Rau 15
3 M. Seetharappa temporary 10

Camp office & Personal clerks
1. B. Ramakrishna Rau
2. M. V. Naidu
3. A. Sivajanam Mudaliar 40
4. V. N. Seepathy Rau 30
5. L. Lakkaraju Rau 40
6. V. Pyneandy Moor 30
7. C. R. Krishna Rau 30

74 (Mr. Chentsal Rau)

30 8. T. Soobraj Urs 67

30 9 C V. Saumynadhaden 80

30 10. A. Krishnasawmy Iyer 81

25+2 11. S. V. Chendrasekara Sastry 21 223

20 12. M. Krishna Row 78

15 13. M. Krishnasawmy Row 82

20+10 — 14 — S Narayana 25

~~30~~ W. Subbaraya Iyer Perumal Chetti 26B

~~65~~ 65

30 15 P. Ramasawmy Naidu 83

XII Stationery & Furniture

90+10 1 S Subrahmanya 60

35+10 — 2. D. Sambayar (on furlo, B. Kesavayar acting) 61

30 3. Mukundu Row 15 14B

15 4. Bhimsen Row 63

190

XIII Library 45

15 1 H. V. Krishnappa 45B

12 2. V. C. Moonesawmy Mudr 05

27

XIV Arabic 1

40 1 Thimmappa Devasthanam (temple)

XV Director of Agriculture Statistics &c

50 1 Anthoniswamy 29B 5 28

25 2 Annu Nair 64

75

Mr. Keenan

The Adjutant General

asks you to prepare (in concurrence
herewith) a statement (with explan-
atory memoranda) of the Office Establishment
as you would propose it to be. He intends
work among the new Assistants and
Secretaries somewhat in the manner
indicated overleaf - & different Lawyers
shd be under different Assistants &
shd deal with specified different items
of work - I told him you would add that it will be con-
venient also to allot a small but distinct staff
for Camp Office; this need not be the full

- Mr. Secretary

The Secretary of War - Please
have prepared for my signature
a letter to the Governor of
Alabama, transmitting the
enclosed commission of
Brigadier General in the
Army of the United States
for Mr. Keenan.

We may on occasions be required,
but a nucleus to what hands may
be added temporarily when required.
The Secretaries & Assistants should
have each one good light & proper seat
& desk attached personally to them -
The rooms all to be ~~done~~
arranged the same for the Examiners
& Examinee: on us over the head season
& Examinee: on us over the head season

I Posts - Reps & Repts

Rer appeals

Precis of Cases -

Compilation Index for monthly Vol

Selection & Publication Important Rulings & Other Mr Hay

Mr Papers pertinent to the Public in Mr Hay

the Gazette Supplement -

& Also Rulings under Branch I D.

II Local & Impt Tds

Mr Paramasivam

Murrai

Mr Murraiappa Mudaliar

Revenue Assessments Mr Chandra

Finance VI Pensions

Name	Age on last birthday	Designation of appointment at present	Date from which present salary is given	Proposed		Remarks.
				Designation	Salary	
Officials.						
On Rs 250						
Mr F. B. Lovery	44	Manager (General Branch)	1-4-90	Manager	250	
On Rs 150						
Vacant	—	Assistant Manager (General Branch)		×	+	+ Rank to be settled when the bosses up —
On Rs 120						
B. Ramakrishna Rao	35	Head Clerk (Correspondence Branch)	1-4-90	Asst Manager	150	
On Rs 100						
Mr W. H. Page	41	Dy Clerk (Correspondence Branch)	26-7-90	Current Rec:	100	
" P. L. Bride	47	Manager (Gl: Records)	1-4-81	Gl Rec:	120	
H. Ramiah	40	Head Accountant	26-7-89	Rec: & Acc	120	Rising to 150
V. Gopalkrishna Iyengar	50	Supervisor Stationery Depot	1-8-87			
On Rs 80						
T. M. Ramasamy Pillai	45	3rd Clerk (Correspondence Branch)	26-7-89	Leave Rm:	80	
J. Naranappa	52	Head Munshi (Petition Branch)	1-9-89	Petns	80	
On Rs 70						
U. Veeraragavalu Naidu	36	Comparing & Despatching Clerk Correspondence Branch	1-9-89	Camp	90	✓

[illegible] Varai Mudaliar	48	Copyist (Corresce Branch)	1-12-76	Gl Branch	45	
V.N. Sadasiva Mudaliar	41	Diarist (Corresce Branch)	1-12-89	do	45	
V. Govindarajee Mudaliar	54	Record Keeper (Gl: Records)	3-7-87	Engr Rec:	40	
H. Rama Row	52	Accountant (Acct: Branch)	21-2-74	Rev & Acct	50	
M. Jeggenatha Chetty	38	Accountant (Acct: Branch)	6-4-91	Local Bds	50	
V. Krishnasamy Mudaliar	42	Librarian (Library)	6-4-91	do	50	
L. Sakharam Row	23	Chief Secy's Clerk	7-7-90	Pers	50	
Thimmappa	45	Anchi Record Keeper	1-4-87	Anche Brn:	40	
on Rs 37						
Keshava Iyengar	45	Asstt: Dy Clerk (Corresce Branch)	1-10-89	Local Bds	40	
on Rs 35						
Venkatsubbiah	46	Record Keeper (Current Records)	26-7-89	Rev & Acct	40	
Puttina Mudaliar	53	Clerk (Local Boards Branch)	1-7-79	P.W.D.	40	
on Rs 32						
P. Thirunavukkarasu - Sami Mudaliar	38	Copyist (Corresce Branch)	1-10-89	Local Bds	40	
on Rs 30						
Lakshmanda Row	41	Copyist (Corresce Branch)	6-9-89			
Annamalay Mudaliar	32	Record Keeper (Current Records)	9-2-88	Curr: Rec	40	
Krishna Row	33	Record Keeper (Petition Branch)	26-7-89	P.W.D.	35	
Ryreandi Mudaliar	38	Accountant (Acct: Branch)	26-7-89	Camp	40	
Singaravelu Mudaliar		Clerk (Local Boards Branch)	23-8-89	Rev & Acct	30	Kowrankane

On Rs 30 (Continued)						
C. Srinivasa Row	55	Record Keeper (Old Rev Records)	1-7-79	Pensioner	40	
C. R. Krishna Row	25	Councillor's Clerk	25-6-90	Perl	40	
? Ramaswamy Naidu	34	Clerk	19-5-91	Perl	40	
A. V. Swaminada Iyer	..	Phonographic Clerk.	1-6-91	Perl	40	
A. Krishnaswami Iyer BA	23	Clerk	17-5-91	Camp	50	
T. Subbaraj Urs	32	Clerk (Supernumerary Estt:)	1-9-90	Camp	40	
On Rs 27						
T. V. Chendrashekara Shastri	42	Record Keeper (Current Records)	6-4-91	Camp	~~40~~ + 30	maybe 35 maybe
On Rs 25						
M. Mustafa Khan	33	Record Keeper (Gl: Records)	15-11-89	Curent Rec	30	
? Subbramoney Iyer	27	Clerk (Local Bds Branch)	1-8-89	Local Bds	30	
Srinivasa Murti	42	do	26-7-89	Local Bds	30	
N. Srinivasa Row.	25	Dy Clerk (Mal Vrai Branch)	23-12-91	Munsiff	25	
Anna Rama Row	32	Clerk (Temporary Estt:)	8-10-85			maybe taken into Acct Dep on promotion
C. N. Venkat Row	27	Munshi (Temporary Estt:)	1-1-90	Perl	25	
B. Ananda Row	30	Clerk (Temporary Estt:)	26-7-89	Inam	30	
M. Seeneppa	57	Record Keeper	28-4-91	Ver: Rec	25	He is a retired Official. Paid Rs 10 from Payabots + Rs 15 from Office Cons-cies.
On Rs 20						
A Ramanna	35	Munshi (Gl Branch)	1-4-84	Perl	20	
A. Venkatnarasiah	25	Copyist (Correct Branch)	19-5-91	Gl Branch	30	

On Rs 20 (Continued)

Murugesa Mudaliar	22	Clerk (Local Bds Branch)	6-4-91	Local Bds	20
S. Shanna Row	21	Accountant (Mufrai Branch)	17-12-91	Mufrai	20
C. Krishnamma Chari	23	English Clerk (Mufrai Branch)	17-12-91	Mufrai	20
C. Krishnamurti Row	23	Do	17-12-91	Mufrai	20
M. Rungamma	38	Store Clerk (Stationery Depôt)	26-7-89	Pers	25
M. Ramachendra Row	24	Accountant (Accl Branch)	1-7-90	Rev Acct	30
M. Krishna Row	20	Clerk	19-7-90	Camp	30
J. Vijaiendra Row	24	Clerk (Temporary Sclt.)	4-10-89	Pers	25
Srinivasa Shastri	32	- Do -	1-8-86	Pers	25
× Subba Row		Translator (Petition Branch)	1-5-91	Blind Man	× Paid from office Contingencies.

On Rs 15

A. Venkata Chari	21	Assist: Despatching Clerk (Consc Branch)	1-1-91	Rev Acct	20
M. Venkatramanappa	32	Munshi (Petition Branch)	23-12-89	Rev Acct	20
Y. M. Subbarayalu Naidu	23	Copyist (Petition Branch)	1-1-91	Pers	20
C. L. Ramachendra Row.	19	Assist: Record keeper (Ver: Records)	27-4-91	Ver: Rec:	20
H. V. Krishnappa	21	Clerk (Accl: Branch)	21-4-91		
S. Nilacanta Row	24	Ver: Clerk (Mufrai Branch)	17-12-91	Mufrai	15
N. Venkat Row	23	- Do -	4-1-92	Mufrai	15
S. Bhimasen Row	28	Clerk (Stationery Depôt)	18-10-89		
C. Seshagiri Row	26	Clerk	19-5-91	Pers	25
M. Krishnasamy Row	23	Camp Mutoaddy	1-10-91	Camp	20

On Rs 12.

V.C. Munnusamy Mudaliar	40	Library Clerk	14-8-90		

Confidential

3. Revision. Dewan's office and necessity of qualified assistants

1. Under Secy's memo.
2. Dewan's memo of April '90
3. Councillor's note of 6th May '90
4. Dewan's note of 27 May '90.
5. Under Secy's memo of 29 May '90
6. Raghavendra Rao's memo of 16 Augt. 90
7. } Nil memos.
8. }
9. Ch. Secy's ~~memo~~ Note of 25 June (?) 90
10. Dewan's memo of 10 January 1891. with H.H's. orders on part of it and the Dewan's Continuation memo of 15 Jany 91
11. Hon Chuttal Rao's D.O. of 19 Jany 91
12 & 13. Sls. Nomis increase of work in Office

14

Memo

The present system of work-ing in the Office stands in urgent need of revision. There is no regular distribution of work among the Officials. Their frequent change from one place or work to another causes serious inconvenience. It is now difficult to procure complete and correct inform-ation on any subject with that facility which is essential for despatch of business. No one in particular can give any connected or satisfactory information on any subject in case of absence on leave or from other causes of Officials in charge of any particular work, there is practical difficulty ex-perienced in finding persons to take their places with the knowledge and training needed for the purpose.

W. L.

When Orders are passed on files submitted, such of the drafts as relate to any particular Branch, such as Petition, Local Boards, and Account, do not go to it but are sent direct to what is now called the Fair copying Branch where they are fair Copied and issued; the Consequence is that all Drafts of Orders accumulate in one and the same place, Viz the Fair-Copying Branch where for want of a knowledge of the subjects to which they relate, mistakes are not unfrequently made in comparing, docketing &c. and also great delay occurs in issuing fair Copies

2. The state of the Records is equally unsatisfactory; the Record Branch has lost much of its original system

System; there is Consi-
-derable delay in the sub-
-mission of papers: Refer-
-ences put up are incom-
-plete; and sometimes many
unconnected papers are put
up; Files submitted have
no method about them,
and no lists of papers
are found in them: Files
returned to Records are
hardly examined, files
once broken up for sake
of convenience are hardly
re-united. Papers relating
to different subjects collected
in one file to serve for easy
reference in Connection with
any important general
question, are never separated
even after the question is
decided. Index is not pro-
-perly prepared and is in
Consequence useless for pur-
-poses of reference; in fact
Index book is not at all
consulted at present. The
monthly Diary which is a

very

very important record is incomplete and ifones very late.

3. This state of things above described is due partly to the absence of proper distribution of work but principally to want of a sufficient number of hands in the Office.

4. It may be here observed that the work now done in the Dewani's Office is by no means less than what it was in both the Duftir and the General Departments of the late Chief Comm^{rs} Office; on the other hand it has now considerably increased in consequence of direct correspondence with the District Officers instead of with only three Division Commissioners as formerly; much of the references which then used

to

to be disposed of by the Dy. Commr. now comes up to the Dewan's Office for orders and yet the cost of the Esta-blishments now maintained in the Dewan's Office is but half of that of the former Duftir and General Depart-ments.

5. Under these circumstances the following proposals for revision of the Office Esta-blishment and distribution of work are submitted for consideration.

6. It is proposed to divide the whole work of the Office into a certain number of branches and to place a responsible and intelligent Official in charge of each giving him at the same time a few Assistant-Clerks, so that there may be other Officials in it sufficiently trained to relieve him in case of any urgent necessity or to take

his place during his absence from leave or other causes. Any additional cost which this arrangement may entail will only be properly incurred as it is calculated to ensure efficiency and to lend to the prompt disposal of papers.

7. Accordingly it is proposed to have ten Branches as noted in the margin; seven of these branches, Nos. 4 to 10 inclusive, will have complete charge of all Correspondence relating to them and attend to all work connected therewith including fair copying and issuing orders instead of transferring the latter work as at present to the General Branch. Each Branch will keep a "From" Register for all Letters referred to it & a "To" Register for all orders, Dockets &c issuing from it. In submitting papers, care

will

1. Diary, Index and Registering Branch
2. Vernacular Records.
3. English Records.
4. Residency Branch.
5. Petition Branch
6. Revenue and Account — do —
7. Inwards
8. Local Boards.
9. Financial
10. General

Appendix. A.

Statement showing the proposed Branches and the work to be allotted to each, together with the Establishment required for each.

Branch	Work	Number of hands required	Total	Remarks
1. Diary, Index and Registering Branch	1. Preparation of the monthly Diary 2. Preparation of Index for — do — 3. Keeping General "From" and "To" Registers and preparation of lists of arrears in Office and the unanswered lists &c &c	1. Diarist 1. Asistant Diarist and Indexer 1. Aspt Indexer 2. Registering Clerks.	5	The total numbe of hands required for all these Branches is 70. There are already 67 hands in the Office besides the Manager; out of these 67 4 belong to the Dewan's Staff 4 belong to the Stationery and Store under Mr Leonard 3 Do Personal Clerks of the Councillor and the Secretaries 6. Do Camp Establishment 2 Do sent to the Director of Statistics. 19 Total, So that the number now actually working in the Office
2. Residency Branch.	1. Charge of Correspondence relating to Pollegars and other Political Stipendaries and Palace papers previous to the Rendition. 2. Do of letters received in the Office from the British Residency. 3. Punctual transmission of the necessary periodical Returns &c due to the Resident &c &c.	1. Senior Clerk 1. Aspt Clerk 1. Record Keeper and Despatcher 1. Copyist.	4	

3. Revenue and Account Branch	1. Examination of Remission, Compensation & Alienation tea Statements; Examination & passing of Refund Bills.	1. Head Acctt 1. Deputy Accountant 5 Assistant Accountants 1. Record Keeper 2. Copyists	10	Office is only 48. As the 19 Officials referred to are not available for work in the Office at present, the number of additional hands needed to revise the Office Establishment in accordance with the proposals now submitted for orders is 22; their probable cost may be estimated at not more than Rs 750/-; so that the total cost will amount to Rs 3972 per mensem, nearly 4000 in round number. This amount still falls short of the cost of the late Duplex and General Departments by Rs: 2000 per mensem.
	2. Scrutiny of Demand, Collection and Balance Statement and other Revenue Returns.			
	3. Do Abkary Returns.			
	4. Compilation of Statistics of Cultivation tea			
	5 Survey and Land Correspondence.			
4. Local Boards' Branch	1. Examination and Compilation of Periodical Returns	1. Senior Clerk 2. Assistant Clerks 2. Accountants 1. Record Keeper 2. Copyists	8	
	2. Examination of Estimates for Municipal Public Works and the keeping of Appropriation Book of these Estimates			
	3. Keeping Travellers' Bungalow Registers.			
	4. Examination of District Fund and Municipal Budgets, Compilation of Annual accounts.			

	8. Library	1. Despatcher 1. Librarian 1. Aptt. do.	10
9. Vernacular Records	1. Custody of Vernacular Records and putting up of Canarese and Hindivi References, & accounts Viroopas &c and Petitions.	1. Record keeper 1. Aptt. Do. 1. Vernacular and English Clerk.	3
10. General English Records	1. Custody of all English files, Correspondence &c more than a year old, putting up references with regard to such files; arrangement of files, Letters &c	1. Manager 1. Record keeper 3. Assistant Record keepers and storing Clerks 1. Keeping issue book of papers sent to Current Branches &c	6

	English and Vernacular Clerks for allotment to various Branches where in the practical working of the Scheme prepaid, exceptional prepare of work may be experienced.		3
			70

(Dewan Bahadur's Staff.

	1. Asst. Manager 1. Head Clerk. 1. Record Keeper. 1. Moonshee.		4
	Personal Staff of the Councillor &c. 1. Chemical Row and the Secretariat. No. of Clerks *		3

B.

Comparative Statement (in abstract) of the present number and Cost of Dewan's Office establishment as compared with those of the General and Duftar Departments of the late Chief Commr's Office in 1878 that is after the reduction of 1872.

		September 1878		Present Establishment	
		No.	Monthly cost	No.	Monthly cost
1	General Branch	35	2,185	1	250
	Stationery and Stores	1	90	4	180
	Library			2	62
2	Residency Department	4	300	1	30
3	Petition Branch	6	355	8	330
4	Account Branch			6	305
	Muzroi, Inam, Coffee Pattas	13	695	1	40
	Local Boards' Branch	6	180	5	170
	General Records	15	1040	4	215
	Current Records			8	360
	Vernacular Records	8	220	3	145
	Finiancial			1	80
	Forest Branch	3	85		
	Mortuary Establishment	2	45		
	Temporary — Do —	3	60		
	Confidential deptt	3	625		
	Lall Asham Deptt	5	125		
	Correspondence Branch			10	360
	Camp Office			8	525
	Personal Clerks			3	95
	Sent to the Office of Director of Statistics			2	75
	Total	104	6,605	67	3,222

Miscellaneous

Memorandum

The work of the Head Quarters Office should be distributed under nine Departments and placed under Special Officers as per Statement appended.

2. It should be laid down what routine papers may ordinarily be disposed of by the Secretary or Assistant Commissioner named against each and what should be referred to the Dewan or a Member of Council for orders.

3. Orders in I, II III, IV and VII should be issued under the signature

of respective Secretaries,
and in all others under
that of the Chief Secretary
who, in addition to the Special
Departments under his
immediate charge (V) (IV), shall
Exercise a general supervision
over the working of all
others not under a separate
Secretary.

4. The Secretary or Asst
Commr. in immediate charge
of a Department will be
held responsible for the
prompt and satisfactory
disposal of papers relating
to it, for a proper adminis-
-tration report and review
of operations at the End
of each year, for the
maintenance of a continuity
of policy, for the subunification

(a) Special Departments

	Legislative Judicial Police Prisons Registration Civil Suits against Government.	Legislative and Judicial Secreta
II	Educational	Secretary.
III	P. W.	Secretary.
IV	Military and Government Houses.	Military Secretary.

(b) Departments under the Chief Secretary.

V	Revenue Revenue Accounts (and Remissions) Survey and Settlement. Inam. Forests.	Chief Secretary assisted by one Assistant Commissioner
VI	Excise Local and Municipal Funds.	Assistant Commissioner

VII

- Nuzzoi.
- Petitions.
- Amrut Mahal.
- Pensions and allowances.
- Press and Stationery.
- Medical and Sanitation.
- Records.
- Periodical Returns to Residency
- Miscellaneous.

} Under Secretary.

VIII

- Gold Mines
- Finance and Stamps
- Residency Correspondence not included in the above Depts.
- Public ceremonials
- Submission of papers for H. H's orders on perusal.

} On Assistant Commissioner or officer of a lower grade who is also to have charge of all Papers going up to the Dewan from any Department and also the Dewan's D.O. correspondence. He will virtually be a Personal Assistant to the Dewan.

IX

- Council Cases.
- Selections of orders in all Departments for printing in extenso
- Diaries of all other orders.
- Abstract of Revenue cases decided by the Council.

} Assistant Commissioner

The Assistant Commissioners to be selected for V, VI, and IX should be picked men of ability and experience.

Confidential

Note

My knowledge of the administration of this Province leads me to think that, while the general administration is such as we can well be proud of and while there is no doubt that our people are on the whole well cared for, even better than in the British Provinces, the conduct of official business is unsystematic slow and irregular. Budgets and periodical reports are not received and reviewed in time. The records are not kept in

in order and there
is a lamentable delay
in the disposal of
papers. All this seems
to be due to one
cause: i.e the Secretariat
is not sufficiently
strong.

2. In Madras,
almost the whole
official work is done
by the Secretaries. The
members of the Board
and Government simply
pass orders on questions
submitted to them
by the Secretaries and
devote most of their
time to the consideration
of large measures
conducive to the happiness

of reports by the Subordinate officers, write reminders and insist upon punctuality and bring to the notice of the members the conduct of the Subordinate officers, if they are persistently dilatory.

3. Here, so far as I have observed, the Secretaries do not seem to realize the importance and responsibility of their position and they do not identify themselves with the administration. They simply submit papers

papers as received
for orders without
any note or precis.
The periodical reports
are not received properly
and in time. For
instance, the annual
reports of the Municipalities
and Local Fund Boards
have not been received
for several years past,
and the returns of
the Revenue administration
reports are so meagre
that they are practically
useless. The examination
of accounts is not
conducted under any
proper supervision.

The

Mr. Anandan was
in addressing a
better practice, but it
requires much improvement

to wade through a number of papers The delays in the Submission of periodical reports and returns are not properly noticed and punctuality secured. The press is lamentably slow and its work is done very slovenly and no proper Supervision is exercised over its work. In short, the method of working in the Secretariat is so imperfect that I think that the whole System requires thorough revision.

I have already recorded that the Press is a disgrace to Govt.

4. If the work

work has to be done systematically as in Madras, I think that the Secretariat must be strengthened. The Chief Secretary should, in my opinion, always stay at Bangalore, as he cannot well afford to travel with the Dewan and at the same time keep things straight in the office.

5. I think that the work should be divided in some such way as follows:—

(a) The Chief Secretary

and regular working of the whole office machinery. As he cannot do all this single handed, I think he must have a good Assistant Secretary of Revenue experience to help him.

(b) The Local Funds and Municipal work require in my opinion the exclusive services of one Under Secretary. There are 95 Municipalities and 9 Local Fund Boards. The Budgets of each of them have to be separately examined

and three annual

reports reviewed. There

is a great deal of other

work such as sanctioning

estimates, conferring

ratifications of sanction,

passing orders on the

transfers of funds

from one head to

another. But if it

be considered that the

work on the whole is

too little for one

officer, we may give

him a few more

small subjects, such

as Press, Vaccination,

Hospitals and Dispensaries

(c) The Muzaffar

Department must be

in charge of one

officer

seems to me a bad principle to have the Head of a Department as Secretary to pass orders, which he has himself to execute. I think that the educational work of the Secretariat may be entrusted to the Under Secretary in charge of Local Funds.

(f) In regard to the Public Works Dept., the present arrangements may continue, as it is difficult to find a suitable person to take charge of the work

in

in the Secretariat. It is altogether a professional work and the Superintendence of the Diwan with his extensive knowledge is ample.

6. Routine orders, such as calling for further reports or further information, granting leaves to officers below the rank of a Deputy Commissioner, and orders sanctioning transfers of funds from one minor head to another, may be passed by the Secretaries in their own authority; but

b

decide. My own opinion is that the Dewan should have as little to do of the ordinary work as possible, so that he may have time to consider large questions such as the reduction of garden assessment, the revision of assessment after the expiration of the present guarantee, the improvement of Municipal laws &c. To effect this relief, Mr. Thumboo Chettiar may have besides Petitions some additional work given to him such as Police Jails

Jails, Press &c. &c

for my part, I
shall be glad to
take charge of any
subject that may be
given to me, but it
is due to the Councellors
that they should each have
one or two good and
confidential and
personal clerks to
assist them in copying
their minutes, arranging
papers and obtaining
information from the
office. The Premier
will of course have
under his immediate
orders a good Under
Secretary

will be a model one in the whole of India and the reputation of the administration will redound to the glory and credit of H. H. the Maharaja and his Dewan.

26/5/90

It must be admitted that the present system of work in the Chief Secretariat is unsatisfactory and that an improvement is necessary to ensure greater expedition in the disposal of work. I concur generally in the suggestions made

by my Colleague
in para 5 of his
minute.

The system of work
suggested in para 6
is exactly what was
followed when I was
Head Sh and Asst Secy,
and may, with
advantage, be re-
introduced.

The division of
work between the
Secretaries suggested in para
7 is almost the same
as that adopted
in 1882 on my
leaving as the Rev Code.

R. P. Thumbochetty

26 May/90

on him, whether we can find
a suitable successor to him at some
future day, who will take up the work
with status & allowances now attached
to a member of Council —
Mr Chentsal Rao does not at
all exaggerate the defects of
the existing system and I
am satisfied that a remedy
is urgently needed.

Going into the details
of Mr Chentsal Rao's
proposals, I generally concur with
what he states in para 5 —
He proposes
new — 1 Asst Secy. Rev Dept
new — 1 Under Secy . . L. & M. Depts.
also Press & Insct,

Present 1. Under Secy. Immigrn, Petns
Forests & Standing Advy

Present 1. Secy & Jt. . . .
new. & 1. Edn. — in addn to
Director
new — 1 Under Secy - under the Govt.

So that 4 Secrt new
Under Secretaries are proposed.
It is worth Considering whether
4 men of the Status of
Under Govt. Officers in Madras
may not suffice for the present.

In that way the add. Cost
Can be kept well within
reasonable limits.

The reasons which dictate
the combination of D.W.
& Chief Engr., are applicable
to a minor degree ~~in the~~ to
the Edl. Dept, but it
Mr. Blaikie is to be relieved
of Secretariat work,
I could easily assign it
to the Under Secy or Asst
with me.

In a memo I have given
Mr. Amandus Two I mode
a somewhat diff. distribution
of Secretariat work, but
that is a matter of detail
which can easily be finally
settled, when the General
Scheme is accepted in
principle.

Paper 17.

Before submitting these

Memorandum.

Several inconveniences and defects in the present system of working in the Office have often been brought to notice. The distribution of work among various officials in the Office at present is far from satisfactory. Their constant change from one place or work to another makes them less responsible for the papers referred to them. Several officials have no specific work allotted to them. Some are in wrong places, having been given work other than that for which they are qualified or trained. It must be confessed that there are some hands who

cannot

cannot be employed
in any useful way
but these can only
be gradually got rid of.
While there may be an
impression that there
are several officials
in the office without
having enough to do,
experience of the details
of the actual working
of the office shews that
even after a careful
distribution of work
the staff is found inadequate to cope with
the growing work of the office.
The work now
transacted in the
Dewan's Office is not
less than what was
formerly done in Duftar of General Dept^ts
late Chief Comm^rs
Office, and yet the cost
of the establishment now
maintained in the
Dewan's office is not

even

21/2.

4 more Copyists - - -
3 Translators & Precis-writers }
2. Good Moonshies.
2. Reference-pickers.
1 Accountant ..

12.

This establishment may cost about Rs: 280/-. Against which are to be noted savings as under

	Rs.
Indexer's post vacant	90
Camp munshi - - -	30.
Offrs transferred	
Krishna Singh - - -	50
Annu Rama Rao -	25
	195
Balance - - - - -	85

Lump sum provision to meet small increases to be given to deserving Officials in consequence of the proposed absorption of the two vacancies referred to - - - 65

150.

This note is also a saving of Rs: 50 from the personal allowance granted to late Dy Clerk.

And also - - - 5/- from the pay of a clerk transferred to the Ch. Court

This note is a very little away - but I have not taken action on this review of the Larger questions set up for by Merchant Taylors' Minute -

26/5/90

Underley's
Memorandum.

Letter to
the Chief Secretary
Ca
27/5/20

nt Diwan's Office establishment
for the month ending —

Net Increase Decrease Remarks

Changes				Net Difference				
Addition		Subbraction		More		Less		
No of hands	amount	No of hands	amount	No of hands	amount	No of hands	amount	
	"	1	150	"	"	1	150	
"	"	1	20	"	"	1	20	
3	130	8	312	"	"	5	242	
10	357	2	65	8	117	"	"	
6	220	3	125	4	120	"	"	
1	50	1	40	"	10	"	"	
1	25	2*	130	"	65	"	65	*This includes the [illegible]
1	40	4	160	"	"	3	110	
	95	4	150	"	"	1	55	
1	40	2	75	"	"	1	35	
1	25	1	20	"	5	"	"	
"	"	"	"	"	"	"	"	
"	"	1	25	"	"	1	25	
"	"	5	120	"	"	5	120	
7	982	35	1092	12	252	18	822	

Comparative statement of pro

Department	As per varavard		As per actual working		
	No. of hands	Amount	No. of hands	Amount	
General Branch					
Manager & Asstt. manager	2	350	1	200	
Munshi	1	20	"	"	
Correspondence branch	12	654	9	412	
Register Index & Current Record	4	330	12	447	
Petition Branch	4	205	8	325	
Vernacular Records	3	135	3	145	
General English Records	4	280	4	215	
Account branch	8	400	5	290	
Local Fund	6	225	5	170	
Inam & Muzaroi	2	75	1	40	
Stationery, Furniture & Library	5	230	5	235	
Residency Records	1	30	1	30	
Supernumerary	1	25	1	25	
Temporary Estt	5	120	"	"	
Total	61	3079	55	2534	

Memo

The work of the Petition branch consists of

Vernacular — 1 Registering the Petitions daily received, marking references & disposal.

2 Picking up references required for the above before submission for disposal.

3 Preparing endorsements as per orders passed & notices &c. to parties in Appeal cases as per Councillors orders & getting them all signed.

4 Despatching above

5 Attending to the Chief or Under Secretary or to the Councillors as occasion requires either to read or write Kanarese. &

English — 1 Making English abstracts of Petns or translation according to circumstances before submission for orders.

2 Preparing precis of vernacular proceedings connected with Appeal cases

3 Drafting, fair copying & comparing orders passed by the Secretariat or the Council & getting them signed & despatched.

4 Drafting abstracts of decisions in

Revenue appeals & for copying them
after approval for transmission to
the Printing office-
Any other ~~—~~ Miscellaneous work of
an unforeseen nature.
5 General Supervision over the whole
branch to ensure accuracy & despatch
of work-

Officials now working in the Petition
branch are

1 Head Munshi Narainappa- attends
always at the Councillors
to read and write both
on the ordinary & hearing days.

2 Dy Do- Guru Murthah attends to the
calls of the Secretariat to read &
write & is the chief responsible
correspondence clerk possessed
of experience. very often engages
himself in finding references
required for disposal of more
important matters- Attends also
the Council on hearing days to
read out vernacular correspondence-

3 Mr. Subbarow assists ditto in preparing
the orders passed & getting them signed.
Keeps the Petn Register-

4 Rattina Mudaliyar employed in picking

correspondence & requiring no help
from others they with the 2 officials
(Nos 7 & 8) already named will suffice
for the English portion of the work.
As regards the Kanarese portion of
the work the existing number of
hands viz Nos 2, 3, 4, 5 & 6 are quite
insufficient. Four more hands
possessed of office experience,
thorough knowledge of Kanarese
to read & write well, also with fair
acquaintance with English are
essential to make the department
efficient & put it in a satisfactory
state. The status of No. 1 & 2 needs
also improvement in point of salary
& the designation of No 2 who is now
only a clerk.

It would be well if a responsible
officer be put in charge of the Petition
branch who must look into its

working & see that each official does his duty properly & when any correction is needed to bring it to notice in due course - He must make a fair distribution of work among the Abstracts.

If the submission of petitions to the Chief Secretary by means of abstracts should continue the Officer in charge should so arrange as to get all the petns received daily abstracted & not later than the next day & submit them for orders complete with references if possible, or bare abstracts pending the collection of references -

The preparation & submission of precis of cases to the Council should on no account be delayed longer than 8 to 15 days from the time they are sent to the writers -

A. Raghavendra Rau

16th August/90.

Memo

1 According to the Schedule of Establish-
ment the account branch of the
Dewan's Office consists of the accountants
noted on the margin of whom Nos ~~1 to 8~~
4, 6, 7 & 8 are working in other Depart-
ments.

1 H. Ramiah Hd Acctt
2 H. Venkatesiah
3 Byata Row
× 4 A. Sivagnanam Mundr working with Mr Narain Row
5 H. Rama Row
× 6. Jagannatha chetty attends to Mumt. work
× 7 Krishnaswami Mundr attends to Mumt. work
× 8 Pyreandi Mundr attends to Mumt. work
~~9 C. Venkatesiah~~

2 Officials actually working in the Account Branch are

1 H. Ramiah Headacctt
2 H. Venkatesiah Dy Acctt
3. Byata Row
4 H. Rama Row
* 5 Ramachendra Row
* 6. Venkatasubbiah
7 C. Venkatesiah

Nos * 5 & * 6 were recently appointed & are quite new to work.

No 7 attends to work connected with Inuzroy & Inam & correspondence relating to the Tirupathi & Benarese Chettrus.

3 — The List attached hereto shows the Monthly & annual accounts

received in the Office.

4- Checking & compiling annual returns,
Preparing budget estimates,
Collecting statistics & preparing necessary statements for the Dassara Speech,
Furnishing materials for the preparation of the Quinquennial reports

are among the important items of work to be done annually & periodically.

5. To the monthly accounts enumerated in the list must be added the checking of the Contingent & Process (Sayer allowance) bills received from the Districts as well as the contingent bills receivable from the Superintt. of Govt. gardens &, the checking of the Arrack Rahadares & doing the needful.

6. Checking Remission Statements coming every now & then from the Districts & the number of which is said to be likely to increase according to the recent orders of Mr. Chenkal Row garu regarding the large amounts

of each official, being himself responsible to Government for the due discharge of the duties devolving upon the Department. Promotions & punishments of the Officials should depend upon the report made by the Officer to the Chief Secretary regarding their merit & conduct.

11 Papers referred to the account or Dafter deptt. for disposal, references, scrutiny or Submission of drafts &c. might be sent invariably to the Officer in charge who should distribute them among the officials appointed to each branch & see to the needful being done promptly & satisfactorily. All papers Submitted to the Secretariat or Council passing thro him-

12. The legitimate work of the account or Dafter Deptt. should consist of the following items some of which are now done separately without any reference to the General account Deptt. thereby

avoiding the facilities of check &
supervision which are essential
to ensure accuracy & despatch of
work.

1 Checking & compiling all
Revenue periodical Returns
received from Districts &
submitting draft orders
thereon for approval

2 Checking bills of all description
received not only from Distts
but from various departts
such as abkarri, Govt
gardens &c.

3 Do. Remission Statements
" Alienation Do.
" Compensation Do.
" Potails & Shanbogues Remuneration
Statements

4 Checking & compiling Budgets,
Collecting & Supplying statistics
for the Dasara Speech & annual
Reports.

5 Do. Do. Inamati accounts
& preparing, when required
memoranda on any questions
referred, from information
gathered from old Records.

Memo:

The following list shews the names of the officials who are borne on the Dewan's Office establishment as Accountants and also of those who are actually working in the Account Department.

Accountants as per Pay Abstract. Names —	Designation.	Pay.	Officials actually doing work in the account Deptt. Name -	Designation.	Pay.
1 H. Ramaiya	Hd Accountant.	100/.	1. H. Ramaiya.	Hd Accountant.	100/.
2. H. Venkatesaiya	Dy — Do —	60/.	2. H. Venkatesaiya	Dy Do —	60/.
3. C. Byata Row.	Accountant.	50/.	3. C. Byata Row.	Accountant	50/.
(4) A. Sivagnanam Modaliar.	— Do — 40+10=	50/.	4. H. Rama Row.	— Do -	40/.
5. H. Rama Row.	Accountant.	40/.	5. M. Venkatasoobia.	Clerk.	35/.
6 M. Jagannatha Chetty	— Do —	35/.	6. M. Ramachandra Rowe —	Accountant.	20/.
7. V. Krishnasawmi Modaliar —	— Do -	35/.		Total —	305
8. V. Pyreandy Modaliar	— Do -	30/.	Hon'ble, 8-4+2=6		
Total. —		400/.	400-150+55=305		

Rough

2. Though the Scale provides only 8 Accountants who can handly cope with the work that has to be done in the Account Department, still, some of them have been allowed to work in other Departments of the Office, the result being that the Annual Accounts received in the Office have not been properly checked and compiled, except in so far as to give the Abstract of the Returns required for the Budget Speeches. The Returns of the Revenue cases and Miscellaneous Proceedings also remain without being checked & compiled.

3. The checking of the

Alienation, Exchange
and Compensation
Statements and preparing
draft orders thereon
which did not for
several years past,
form part of the work
in the Account Deptt
has now been trans-
-ferred to this Deptt.
4. Some of the Forms
of the Accounts which
are now being revised
by the Councillor and
which will embody
detailed information
touching the Ryotwar
holdings, demand,
Collection & balance &c
will entail additional
labor in Checking and
Compiling the annual
accounts.

The

5. The accounts from the year 1886-87 have also to be compiled for the next Quinquennial report.

6. One accountant has to be deputed for helping the Asstt. Commissioner in Checking the Abkari Accounts with the Rahnduries received from the Excise Commissioner every month. He will also check the Contingent Bills received from Distts.

7. The Checking of the Remission Statements (which comprise different items of revenue involving large amount of arrears) occupies much time and requires careful attention. Under the recent orders (review on the Annual Reports), which

which authorizing the Deputy Commissioners to recommend for remission such of the arrears as cannot be immediately recovered without hardship to the Ryots concerned, a larger number of Remission Statements than usual is expected.

8. Under these circumstances, it is respectfully solicited that four Accountants including the two allowed by the Scale may be deputed for work in the Account Department, the future distribution of work being made as shewn in the accompanying Memo: Submitted for orders.

B.B.

Wants 10 hands
A Hyderabad

Proposed distribution of work in the Account Department.

Head Accountant.	To examine Remission statements received from the several Districts as also the Shanbogue & Patel remuneration statements and to check the Refund bills & prepare draft orders thereon. To examine the drafts &c prepared by other accountants & to prepare Memoranda &c in cases where they may be necessary.
H. Venkatesiah (2d. Accountant)	To check & compile the monthly D.C.&B. returns (9) received from the Bangalore, Kolar, Mysore & Shimoga Districts & to prepare the monthly abstract statement to be submitted to the Dewan.
H. Rama Rao	To check & compile the monthly D.C.&B. returns received from the Tumkur, Hassan, Kadur & Chitaldroog Districts & to check and register the statements of Sayer revenue.

To check & compile the several annual returns & to prepare drafts thereon pointing out discrepancies. To check and prepare abstracts of the returns to be submitted to the Govt of India such as Wheat, Cotton, Cinchona & Coffee cultivation statements as also the Agricultural & Fiscal returns & statements of Minerals & gems. To prepare statements for the Dasara speach & for the Provincial Administration Report. — C. Byata Rao.

To keep the Register & Issue book of letters received & sent from the Account Department & to check the process fee, Sayer & Abkari allowance bills & to prepare drafts thereon. — Sr. Venkatasubbiah

To help the Assistant Comr in checking the Abkari accounts with the Chalans or Rahadaries showing the issues of Arrack to the Wholesale depots throughout the province, and to check the Contingent bills of the several districts & of the Govt gardens. — Ramachandra Rao

Memo

I find there is no regular File kept in the Office of the appeal cases which go before the Council shewing their consecutive number in the order of their admission, nature of the case, the dates of hearing & decision &c.

I think it necessary that a separate File should be kept as in other Courts containing a history of the cases taken thereon not only for the sake of ready reference, but also to enable the Office at

any

any time to furnish statistics which may be required regarding the benefits conferred on the public by the Constitution & working of this honorable Council.

At present the "Petition Register" which is kept in the Petition branch to enter petitions of every kind which are daily received in the Office, is the only File, if it may be so called, in which all appeal Petitions are entered & numbered along with others without any particulars as to the different stages of progress or final decision of cases.

To give them more work
in regard to the above
details of Appeal cases
will be to reduce their
efficiency & make them
work less satisfactory —

If the Head Munshi
who attends always on
Mr Lehents at Rome (pantaloon)
could be asked to keep
the File above proposed
& see to its being ~~kept~~
always in a satisfactory
condition, taking the
help, when necessary, of
a clerk in the Petn branch
he will I think be the proper
person to do it as he is

always acquainted
with the various stages
of the cases & orders passed
by the Council before
& at the hearing – If this
work cannot be assigned to him some
other arrangement ~~of~~ should be made –
As the Filer has to be
newly opened it may be
questioned if at the
present time of the Official
year nearly half of
which has passed, it may
be opened now – I can
see no objection to it but
would suggest that
cases already decided
from the commencement
of the Current Official
year may be numbered
consecutively in the
order of their hearing

or decision giving
also underneath, for the
sake of destruction &
reference the number &
the year which have been
already given them -
This course might continue
until all the cases of
previous years are
disposed of. In regard
to new cases taken on the
file the consecutive number
of the current year only
may be given —
. As the decisions of the
Council are as interesting
as they are valuable
& instructive I would
respectfully suggest that

each decision be
ordered to be printed
in full in the Monthly
proceedings of Government.

An abstract statement
to be prepared by the above Offr
at the end of each month or quarter
showing the number of
cases taken on the file
during the month or quarter & the
sections of the Land Revenue
Code to which they refer,
the number disposed of
including the balance
of previous months & the
number adjourned & the
purpose for which they
were adjourned & the
particulars of the confirmation
or reversal of the original
decisions. Copy to be submitted
to the Chief Secretary for

information of Govt.

A. Rushworth Esq

Please draw settle
with the T.? AT
+ the P.C.
+ have some
+ scheme

Note

My knowledge of the administration of this Province leads me to think that, while the general administration is such as we can well be proud of and while there is no doubt that our people are on the whole well cared for, even better than in the British Provinces, the conduct of official business is unsystematic, slow and irregular. Budgets and periodical reports are not received and reviewed in time. The records are not kept in order and there is a lamentable delay in the disposal of papers. All this seems to be due to one cause, i.e. the Secretariat is not sufficiently strong.

To a great extent this must be regarded as only apparently so. Otherwise it is impossible that the results should be good & even better than in the B.C. Provinces. The absence of real good work with apparent want of method is a characteristic of efficient executive adm. in most cases.

In most cases due not to any idleness on the part of officers. For my part I find 8 hours work too much, & do like Johnny Walker to have spare time to think & study. & have spare time to think & study books & papers bearing upon my duties. Numerically & morally strong.

2. In Madras, almost the whole official work is done by the Secretaries. The Members of the Board and Government simply pass orders on questions submitted to them by the Secretaries and devote most of their time to the consideration of large measures conducive to the happiness of the people. Reviews of Budgets and periodical reports are prepared by the Secretaries. The accounts are examined under their supervision and orders on all references are drafted by them and submitted for approval. When the questions raised are intricate, and the Secretaries do not feel themselves competent to draft orders thereon, they prepare a note, shewing the past history of the case.

Does this mean that the Secretaries do the whole work or final disposal of the work also.

This means. I suppose that Secretaries judge what matters they may dispose of themselves & what matters are put to trouble the members of Govt by the Govern^r in Council.

This is endeavoured to be done by the Sec^s here also. The drafts are subm^d to the Govt for approval.

This is done now in most cases, except those in which when depend upon discretion and upon the policy which Govt will wish to pursue.

Under the account branch of the Dufferin Dept consisted of (Clerks & accountants alone being reckoned) of 19 hands at a monthly cost of 895 Rupees - Now there are only 16 hands at a cost of 700 - But the work has considerably increased - In 1872 the Local Funds Dept was in the D.W. Now it is in the Revenue Office - In 1872 there were 3 Divns in the province - The accounts of Districts were tabulated & compiled in the Div. offices, so that for tabulation & compilation in the D.C. office there were only 3 lines of figures to note & add up - Now the District accounts come up to the Revenue Office, and instead of 3 lines of accounts to note add up & check there are eight - The weakness of the District Office establishments to deal with lines from there, & the work of checking & inspecting them is all the greater in magnitude & detail - And of the 16 hands on books only 11 on books are working in the Accts Branch, 3 on books being taken away, has been, vid. Elsenburg - since the pressure It is the fault of the system of Taluk & village accounts I am afraid: The point 2 work in irrigating -

I don't know the individual cases on which this is based - But I have been doing it myself in all cases with the Ideal -

Two or three Case Clerks, and system of more largely printing the orders of

The accounts received are imperfect and they are not even tabulated for the whole Province District every year. The diversity of practice in the preparation of accounts is not noticed. For instance, I recently discovered that the Irrigation cess, which is a special fund, was, in several cases, credited to Provincial revenues for some years past without the mistake being detected. The memoranda prepared by Clerks in the Petition Department are not examined by the Secretaries nor even an attempt made to see that all the references required are put up in the bundle. The alterations made in the standing orders from time to time are not regularly

regularly noted in the Office Copy and revised orders issued periodically, and the consequence is that when we have to know the existing orders on any given subject we have to wade through a number of papers. The delays in the submission of periodical reports and returns are not properly noticed and punctuality secured. The Press is lamentably slow and its work is done very slovenly and no proper supervision is exercised over its work. In short, the method of working in the Secretariat is so imperfect, that I think that the whole system requires thorough revision.

4. If the work has to be done systematically

as essential for its
At present the Record
for a Clerk to find out
Office orders - when
Head in the District
Office, even a
limited office would
be supplied on
number - Mess Oster
found that my book
Office Works and the
books were more useful
than Office records, &
this has been so that
some of my books were
even stolen! -

The Secretariat has stood
this - Here is empire -
ment - The Secretariat
wants more Clerks more
Men than he has got.
He wants also that
Heads of Depts should do
proper Early - He must
have as much printing
work as in the Co Days
& consequently
in addition to the existing
one -

This has been so apparent that
the late & present Secretaries
have been consulted and
we have been thinking about

3/

of Revenue experience to help him.

(b) The Local Funds and Municipal work require in my opinion the exclusive services of one Under Secretary - There are 95 municipalities and 9 Local Fund Boards. The Budgets of each of them have to be separately examined and their annual reports reviewed. There is a great deal of other work, such as sanctioning Estimates Confirming Notifications of sanction, passing orders on the transfers of funds from one head to another. But if it be considered that the work on the whole is too little for one Officer, we may give him a few more small subjects, such as Press, Vaccination, Hospitals and Dispensaries.

(c)

Both their revenues are small excluding the Municipalities of Bangalore Mysore & Shimoga: the staff of the other 92 municipalities are at least equally complicated than the staff of any 95 taluks that may be selected consecutively in Bangalore or Mysore - The Staff of taluks with Deputy Tahsildars at their head ought to have been able to get through the work better than they seem to have done hitherto.

(c) The Muzarai Department must be in charge of one officer. Our Devastānams require much looking after and I think that if the funds are carefully husbanded, we can do a great deal more than we do at present. But as the work of the Department will not be heavy, the Secretary in charge of it may also have Petitions, Forests and the Revision of the Standing Orders. This is as much as one officer can do.

(d) The Legislature Secretary may have charge of all judicial papers, Police, Jails and Registration, but in my opinion he should be relieved of the duties of

executively more than by way of direction from Govt.

Petitions are, I submit, the most important work in the Office. Take care of the petitions & the admn will be good, and no one will miss the literary feats of Revenue & Admn Reports.

Does not Revision of Standing Orders properly belong to the Legislative Dept.?

Travelling expenses seem - - Laws & makes them more urgent. The ~~Head~~ Secretary of Agr. is an excellent speaker & a fair man but cannot well also be an executive officer -

of the Registrar General, as they render travelling necessary, which our Secretaries can ill-afford to undertake.

(c) The Director of Public Instruction is now our Secretary in the Educational Dept. to I do not know whether this is a good arrangement. He has often to travel and it seems to me a bad principle to have the Head of a Department as Secretary to pass orders, which he has himself to execute. I think that the Educational work of the Secretariat may be entrusted to the Under Secretary in charge of Local Funds.

James Inspector of Agr. -

(d) In regard to the Public Works Department, the present arrangements may continue, as it is difficult to find a suitable

suitable person to take charge of the work in the Secretariat. It is altogether a professional work and the supervision of the Dewan with his extensive knowledge is ample.

6. Routine orders, such as calling for further reports or further information, granting leaves to Officers below the rank of a Deputy Commissioner, and orders sanctioning transfers of funds from one minor head to another, may be passed by the Secretaries in their own authority, but all other drafts must be submitted for the approval of the member in charge of the Department.

This is done now generally. Orders being obtained in doubtful cases or cases in which decision & policy of Govt are involved.

This will add immensely to the work of Govt

When

14/

When questions are submitted by them for the orders of the members, they should invariably submit a full note shewing the precise point at issue, the precedents on the subject and the past history. They may also, if they like, express their opinion in the note, but they are not bound to do so. When orders are passed by the Members, they must put them into proper shape and draft proceedings for approval. The Secretaries must make it a point to see that there is no delay either in the receipt of papers or in their disposal and they may even remind the members if any papers are long left with them without disposal.

This is done now in many cases. In many cases the Report of the Dept contains the rec & particulars. It is possible that this should be done in more cases so as to save clerical labor in the Sec's office. The practice of submitting a file of papers ending with so & so proposes should be put down —

This is done now

4. As regards the division of work among the Members, the Dewan is most competent to decide. My own opinion is that the Dewan should have as little to do of the ordinary work as possible, so that he may have time to consider large questions such as the reduction of Garden assessment, the revision of assessment after the expiration of the present guarantee, the improvement of Municipal laws &c. To effect this relief, Mr. Thumboo Chettiyar may have besides Petitions some additional work given to him such as Judicial, Police, Jails

Jails, Press &c. As for my part, I shall be glad to take charge of any subject that may be given to me, but it is due to the Councillors that they should each have one or two good and Confidential and personal Clerks to assist them in copying their minutes, arranging papers and obtaining information from the Office. The Dewan will of course have under his immediate orders a good Under Secretary with a suitable establishment to help him.

8. I am unable to estimate the additional Cost involved in the improvements suggested, nor do I know what further establishments the Secretaries may require to enable them to conduct their work

in the lines above indicated. The Chief Secretary has to be consulted.

9. I hope that my motives in submitting the above observations for the consideration of the Dewan will not be misunderstood. My object is not at all to find fault with the Secretariat or reduce its power, but to strengthen it and remove the only drawback of un-punctuality in our administration. If we can only do our work punctually and systematically, I feel sure that with the well known sympathy and regard, the Govern-ment has for the people

|| Impossible to misunderstand.

|| Has it any power? The analogy of the Madras Secretariat being so highly valued, it is an element for consideration how far disposal of the ordy & simpler kind of work in the Madras Secretariat itself is conducive to expedition and ~~[illegible]~~ of method.

It must be admitted that the present system of work in the Chief Secretariat is unsatisfactory and that an improvement is necessary to ensure greater expedition in the disposal of work. I concur generally in the suggestions made by my Colleague in para 5 of his minute.

The system of work suggested in para 6 is exactly what was followed when I was Head Sheristadar and Assistant Secretary, and may, with advantage, be re-introduced.

The division of work between the Diwan & Councillors suggested

We H'd Q'rs staff when Mr Thumboo Chetty was Head Sheristadar & A.S. Secy
Consisted of 102 hands paid 6,810 Rs.
Now it consists of 67 hands paid 3,089 Rs.
Were all matters going up to the Chief Minister from the Secretariat? Yes
In the C.S.'s office only when Mr Wellesley was Secretary & my experience is therefore limited.

suggested in para 7
is almost the same
as that suggested by
me so far back as 11th
October 1884 in my
Memo on the Revenue
Code.

I have not seen this

Signed J. K. A. Thumboo (the letter)

26th May, 1890.

according by your Cost
including the salaries
of Secretaries & Sheristedars
the Chief Commrs Establt
had ~~41~~ ~~102~~ hands paid at a Cost ₹ 37,21 more than
the present Revenue Establt
~~Cost~~. & the question is how
much more than the present
Allotment will be granted.
In view of what has already
been said with regard to the
increase of work in the Revenue
Office over that of the Chief
Commrs in consequence of
8 Dy Cs continuing Revenue
with it instead of the 3 Dy
Cs who continued with the
Chief Cs, an extra grant
of the full amount ₹ 37 00
may not be too much.
Annexed are two Statements
One comparing the Chief Cs Esta-
blishment with the present
Establishment, & the other
showing the present Establt
as per Karnarad Compared
with the actual distribution
of the hands as I have found
it when joining the Secre-
tariat -

Yours respectfully

10

SUBMITTED FOR

HIS HIGHNESS' ORDERS.

---

1. . . I beg to Submit herewith the
* folio of papers relating to
the defects ~~at~~ present in
~~the~~ H^s Quarter Office, and
the measures considered
necessary to remove these
~~Effects~~ defects.

2. . . . This Subject has been
under Consideration now for
a long time, and Every
Officer Capable of giving
any Suggestions of Value
has had his Say.

3. . . . I would respectfully
invite your Highness attention
Specially to the papers
marked.

No. 2. My Office Memo of
April 1890

No. 3. Mr Chentsal Rani &
Thanbu Chettiars notes of 26 May 90,

* In a Separate
Cover.

Please return
with the Folio
of Papers, on
this Office.

2/

written independently of my
note of April (W. 2) and
before their seeing it.

4 W. 4. My own note on
~~The~~ Councillors' notes of
26 May 90 (W. 3).

4. . . . I believe that these
papers indicate ~~with~~ the
existing defects with
clearness sufficient to
enable your Highness to
come to a decision as
regards the remedies
required — The others papers
have all been drawn up
by the Chief Secy, Under
Secy. and the Asst Comr
in charge of Pet.n work.
and give all the details
5. . . which is to be considered
necessary.

5. . . . Myself, Mr Chentsal
Rao, and Thumboo Chetty

3/

are most firmly convinced

1st That 4 assistants, in addition to 1 under me are absolutely required for the immediate charge of the Various Depts.

2d - That these assistants should be all men of abilities far above the average, and of the class of "Uncovenanted Assistants" under the Madras Govt. and similar Secretariate Officers under all other Govts.

3d That the Various Departments shd be distributed in some such way as the following :—

2. Assistants always at Hd. Qrs. { Municipal Local funds, accts, Petitions, months reports &c..... } under Councillors.

2. Assistants always at Hd. Qrs. { Land Rev, Inam, forest & miscellaneous... } under the Dewan.

1 Assistant always with the Dewan. { H.R.H. Education, financial. Political, Gold mining and all Dept. papers coming up to the Dewan for orders. } under the Dewan.

-4/-

4th. That of the class of men required, there is only one now available with us, namely Mr. Christie who recently transferred to us from the Residency, and the four others must be formed & Elsewhere and imported at once.

And. 5th. That if then addl. men are brought in, the small No. of accountants and clerks required in the various Depts can be hereafter settled from time to time, but that without men of the proper standard of ability & qualification the administration cannot be conducted with credit —

6..... Under Such Circs I beg now to solicit your Highness' Sanction & Work out for the four good men required. In no case need the Salary & Staff with Exceed Rs 250/—

5/

As yet I know of only one of the 4 men I would like to have, namely Sami Kannu. But Chetsal Rao now in Madras may be authorized to enquire and select one or two others and we may work out- selves for the remaining two or one at Poona & Bombay.

yes approved EBH

In others in case of not finding them in Bombay might not [illegible] for [illegible] the present [illegible]

.....

7..... If Mr Srinivasa Chela under Secy. is to be deputed as a temporary [illegible] as Munsif in Salt- [illegible] (as recently approved by you Rao may do but Highness & as is obviously I do not approve most necessary), then of his being pro- in that case I would attach [illegible] recently employed

Mr Narain Rao to the office as Asst Secy.

12/1/21

6/.

He is the best man I can think of for this work which now devolves upon Mr Srinivasa Charlu for the one or two yrs the Museum Dept will occupy him.

8..... The other question referred to in my note of 27th May '90 regarding the assignment of additional work to Mr Chentsal Rau is one which is deserving of your Highness' Consideration, but I do not wish to delay the most pressing question of all — namely to office assistants — by raising any side issues.

12/1/91

10 Jany/91.

Yr obedt servt

(Continued)

6/-

9..... With reference to
orders para 6 of the preceding
memo, I beg to submit that
I am writing today to the
Chemical Rep. to make Enquiries
regarding Sami Kannoo and
if he is Satisfied from Such Enquiries
Regarding this young man's
high qualification, then to
find out the Smallest Salary
he will accept.

10..... Regarding your Highness'
Enquiry, whether, failing
to find in Poona or Bombay
the men we want, we could
not find them among
our Arts Classes?
I beg to refer to para 5

7/

clause 4, in which I admit
my inability to find the
Stamp of Men required within
the Province. I beg to add
that this opinion was not
formed without the most
Careful Consideration &
Enquiry. Intellectual ability
and Educational qualifications
of the order I want are
rare to find not only in
our State but also over
the Entire area of the much
larger Presidencies of Bombay
& Madras - There are
perhaps three Assistant
Comm^rs who come up
to my Standard in
these respects, but I decided

8

not to have them in deference
to the opinions of Mr. Chentsal
Rao & Mambar Chettiar
regarding ~~this~~ honesty & Content-
ment - of one of the three. Another
~~One~~ I would not have
because of suspected official
Corruption - And we
all decided it inadvisable
to have the third, as it
weakens our hands to have
a man who would write
one thing officially and
anonymously write another
& the newspapers & speak
it in idle gossip.

So that all things con-
sidered I came to
the definite conclusion

10/

I may add that the selection for similar appts are left elsewhere to the Secretaries, as no man can be expected to work without efficient tools of his own liking

ensure the Efficiency of the W.O. office for which I believe Your Highness holds me responsible.

11. . . . The only important imputation of outriders is one which personally I would wish to give in, so long as official Efficiency is not impaired thereby.

But experience most clearly proves that we can never get on with weak materials only

11/

that what with Efficiency there is in our administration is due to the foreign Element in it, That the infusion of Some new blood is now most Sadly wanted, that if we fear to do this now we may soon pass hence and the administration in a State of hopeless inefficiency & Corruption Calling for the adoption of Very Sweeping & Radical remedies, and that the British Residents Estimate of the present position is much in accordance

13/

on Say Rs 350 (his present pay being Rs 300) and to send him out as an Asst. Comr. when in ordinary course he becomes entitled to promotion to the Rs 400 Grade, by which time I hope

Mr Srinivasachariar would have finished the Mice. Like able to resume his Mysore work — It is not proposed to have no under Secy in the Mint meanwhile, but only an Assistant Secretary Pay on Rs 350/

Trankani
15 January 1891

Kesavadasa

Submitted for
the favor of
Consideration of
the additional
paras 9 to 12
in pp. 6 & 13.

15/1/91

Sir Walter

11

The Grove
Mylapore
19th Jany 1891

My dear Reid

I am glad that you have taken up the question of strengthening our Secretariat, which so badly needs it. As I have often told you, our chief defect in the administration is want of despatch, method & finish in the transaction of our work. Our Reviews of annual reports are exceedingly meagre & incomplete, disposal of references & reports orders is very slow, & no check whatever is exercised on the Revenue accounts we get from Dts. All these are due to the weakness of our Secretariat. The heads of Depts do most of the work & the Councillors & the Govt only take up important questions. But here our time is taken up by small & miscellaneous work & important subjects, such as drafting Municipal Regns are allowed to lie over. — I trust that H H & yourself will not allow more time to be lost in remedying the evil which may eventually tell against the credit of the administration. —

The man we select for the Secretariat

Must be men at once of probity & experience but also good scholars able to write decent orders. If we want good men, we must pay well. I send below the salaries of the Secretaries & assistants in Madras in order that you may have some idea of the importance attached to the ~~importance of the~~ posts.

Secretary to Govt ~~the~~ & Rev Dept. — Rs 3175

under Secy do — 1050

1st asst — 600

2d asst — 350

Bd of Revenue —

Land Rev Dept —

Secy — 1500 to 1800

1st Asst — 520

2d Asst — 300

Bd of Rev Settlement Dept —

Secy — 1000

1st asst — 400

2d asst — 250

Bd of Rev Salt & Gunpowder Dept —

Secy — 1500 to 1800

Asst — 500 to 800

Chief Secrett Govt —

Chief Secy — 3750

Under Secy — 1050

Asst — 800

1st asst — 600

2d asst ——— 350
Lecturers Manager 500.

From the above, you will see that all the unconvenanted assistants get more than the lowest class of Collrs & some even the salaries of the higher classes.— I think that the asst Secretaries whom we propose to appoint newly must at least get 250 Rs to rise by annual or biennial increments of 500 Rs.

Now as regards men, the only man I know in Bangalore who will suit us is Mr Paramadeva Iyer. He is highly intellectual & also a good writer.— I know of no others. In Madras, I can unhesitatingly recommend the following men.—

1 Ramkanna M A
2 Sivaswami Iyer B A & L
3 Swami Nadar Iyer M A

No 1st is now Latin teacher in the Pr College & gets Rs 100. No 2d is High Court Vakil — No 3d is the clerk in Govt office on Rs 175.—

Ramkanna is remarkably good in English. He was the highest in English in the Competitive

Examinations recently held for Statistical Service. He was lately employed in a Govt office on a salary of Rs 100, but he gave it up, as he wanted an earlier appointment to enable him to study Law. No 22, is a first class Btt, well informed, & a clever writer. I am not sure that he will accept second service unless we give him 250 or 300 Rs with promise of promotion.— No 23 is very intelligent & a first rate mathematician. He writes also well, & his general information is great. Though in the Govt Office, he is considered somewhat deficient in the power of managing an office — He can, it appears, do any quantity of work himself, but has not the tact to make others work. For the latter description of work, the Board of the Revenue (to who some time ago applied for an Officer under us), is the best man we can secure.

I have not tried to find out what Salaries the several men above named would accept, because you did not authorize me to do so, & I did not like to raise hopes & then disappoint them. I myself think

Submitted for [illegible]

I have asked Mr Chentsal Rao to negotiate terms with Sardar Kaveeshar, who has also worked as one of the young men we want.

Regarding the three others your Highness knows the first - of the other two perhaps the last is the suitable better having Offr Experience - Before deciding about them I would wait till I, Inquiries are Completed.

25/1/91

1880-81	2	2,750	3	900	5	660	62	2,860	72	7,170
1881-82	1	700	1	300	2	320	50	2,180	54	3,500
1882-83	1	800	1	400	3	440	50	2,235	55	3,875
1883-84	1	800	1	400	3	440	54	2,370	59	4,010
1884-85	1	800	2	515	3	385	59	2,655	65	4,355
1885-86	1	800	3	880	3	430	64	2,739	71	4,849
1886-87	1	1,000	2	750	3	450	56	2,522	62	4,722
1887-88	1	1,000	3	900	3	450	57	2,565	64	4,915
1888-89	1	1,000	2	650	3	450	57	2,575	63	4,645
1889-90	1	1,200	5	1,515*	2	260	58	2,619	66	5,594
1890-91.	1	1,000	5	1,550*	2	270	68	2,777	76	5,597.

* Includes the pay of 2 extra Asstts. Commrs. Three attached to the Dewan's office.

5 = 2550 / 3347

Note. These figures do not include salaries of
(1) Personal assistants to the late Dewan (Mr. McNerry).
(2) Private Secretary to Dr. temporarily attached to Dewan's office.
(3) Officers on special duty attached to Dewan's office.

Establishment of the late Chief Commissioner's Office other than Menials including Secretary's Commencing from 1871-72 to 1880-81, and that of the Dewan's Office from 1881-82 to 1890-91.

Year	Above Rs: 500/- (or Rupees 501 and upwards.		Above Rs: 200 (or from Rs: 201 to Rs: 500)		Above Rs: 100 (or from Rs: 101 to Rs: 200)		Rs: 100/- and under		Total		
	No:	Total monthly Salary	No:	Total monthly Salary	No:	Total monthly Salary	No:	Total monthly Salary	No:	Total monthly Salary.	
1871-72	2	2,450	4	1,400	9	1,330	94	4,150	109	9,330	
1872-73	2	2,450	4	1,400	9	1,330	90	4,085	105	9,265	
1873-74	4	3,750	3	1,150	10	1,365	87	4,115	104	10,380 [a]	(a) Includes Salary of 2 Spl asstts Conv: & 2 attaches. Messrs Porteous Cunningham R. K Venkatavaradayyar & T. Ananda Row.
1874-75	3	3,050	2	650	10	1,430	76	3,570	91	8,700 [b]	(b) —do— do— 2 attaches
1875-76	3	3,150	2	650	9	1,280	75	3,470	89	8,550	
1876-77	3	3,150	2	650	5	820	78	3,915	88	8,535 [c]	(c) Includes salary of 1 attache
1877-78	3	3,150	2	650	6	940	82	4,080	93	8,820 [d]	(d) —do— 2 — —
1878-79	4	3,850	2	650	8	1,260	83	4,130	97	9,890 [e]	(e) do 1 Spl asst Conv: Mr Cunningham & 2 attaches.
1879-80	3	3,350	3	950	7	1,070	82	4,015	95	9,385	

1880-81	12,039	3,355	15,394	15883	2938	18,821	34,215
1881-82	10,592	3,662	14,254	9,728	3,387	13,115	27,369
1882-83	9288	4,199	13,487	7,779	3,976	11,755	25,242
1883-84	8,830	4,745	13,575	6,567	4,001	10,568	24,143
1884-85	8,759	4,167	12,926	7,792	3,382	11,174	24,100
1885-86	9,330	4,219	13,549	9,029	3,283	12,312	25,861
1886-87	9,657	4,024	13,681	10,816	3,067	13,883	27,564
1887-88	9,606	3,753	13,359	10,594	3,109	13,703	27,062
1888-89	9,763	3,031	12,794	10521	2,673	13,194	33,178
1889-90	10,489	2874	13,363	11,294	2,400	13,694	27,057
1890-91 up to 24 day 1891	9,765	2522	12,287	12,277	2,303	14,580	26,287 for 9 months

24/1/91

List showing the No of Letters received and despatched from the late Chief Commissioner's Office and Devasthanam from 1871-72.

Years	No. Received			No despatched			Grand total of Letters, petitions, orders and endorsements received and despatched.	
	Letters	Petitions	Total No received	Letters and Orders	Endorsements	Total No issued		
1	2	3	4	5	6	7	8.	
1871-72	5736	3389	9125	6327	2223	8550	17,675	
1872-73	5770	3277	9047	7600	3026	10,626	19,673	
1873-74	6478	3080	9558	7229	2780	10,009	19,567	
1874-75	7213	3072	10,315	9569	2850	12,419	22,734	
1875-76	8160	3848	12008	10,452	3211	13,663	25,671	
1876-77	9221	6124	15,345	13,401	3713	17,114	32,459	† famine year
1877-78	7594	4616	12,210	11817	2574	14,391	26,601	
1878-79	7200	3271	10,471	12377	2332	14,709	25,180	
1879-80	6637	4518	11155	6580	3858	10438	21,593	

Office
Establishts

Memo
re Dewan's Office

Enough has already been said and written on the necessity for re-vising the Establishments of the Dewan's office and it is therefore unnecessary to go over the same ground here. The minutes of Councillors and the Dewan recorded so far back as in May and June 1890 and the re-marks which I then submitted, explain the situation fully.

2. Since then we have had the Assistant Commissioners contemplated in the

the Dewan's minute and I now proceed to submit, as directed, details of the Subordinate Establishment required and the manner of their distribution.

3. I address myself only to the "(b) departments under the Chief Secretary" indicated in the Dewan's minute paper N° 2 in this file.

4. In this note I exclude for the present, the Stationery and Furniture Branch which is immediately under a Superintendent, and the Library which is immediately under

the

the Education Secretary.
If they require revision
they shall form the subject
of another note.

5. In this note also and
for the present I address
myself to the Superior
Establishment. The
'Superior' and 'Menial'
Establishments will
form the subject of
another note as it would
complicate and delay
the present note.

6. At this moment
including Mr Hayes
Deshika Chari and
Srinivasa Chari whose
places have not yet
been filled up, there
are

borne on the Establish-
-ments of the Chief
Secretary's Office 82 hands
drawing a salary of Rs
3541/ from various sources
viz " Sanctioned scale
of permanant Establish
-ment", "Temporary —
"Establishment" and
"Office Contingencies"

7. Of these, 8 hands
drawing a salary of Rs
292 belong to the Depart-
-ments noted in the
margin and have to
be excluded.

8. The remainder avail-
-able for distribution
among the various Branches
consist of 74 hands

drawing

	No of hands	Salary
Stationery & Furniture	4	190
Library	2	27
Dir: of Agri: & Statistics	2	75
	8	292

	Hands	Salary
	82	3541
	8	292
	74	3249

By order of 24 Aug 86, the Scale fixed was:
Permanent 2915
Temp's 123
Pen. allows 150
3188

Hon'ble 3541 0

observed that the scale is fixed with a due regard to the traditions of the Office, to the scale of pay allowed in other Offices, and to the qualifications necessary for officials in the Chief Secretary's Office. As to the last point it is necessary for me to submit that the temptation to enlist cheap and indifferent or poorly qualified hands should be rigorously resisted. As it is so difficult to get rid of a bad hand when once entertained, and so embarrassing to have to read bad handwriting or correct mistakes

Secretaries, Asst Secs &c. If these be taken into consideration their salaries shd be added on both sides in which case the comparison will be as follows:—

	As now proposed	As in 1872	As in 1878-9
Exclusive of Secretary, Under Secys & Asst Secs.	4035	6810	5390
Inclusive of Secy, Under Secys, Asst Secs or Assistants, &c	8110	9330	9890

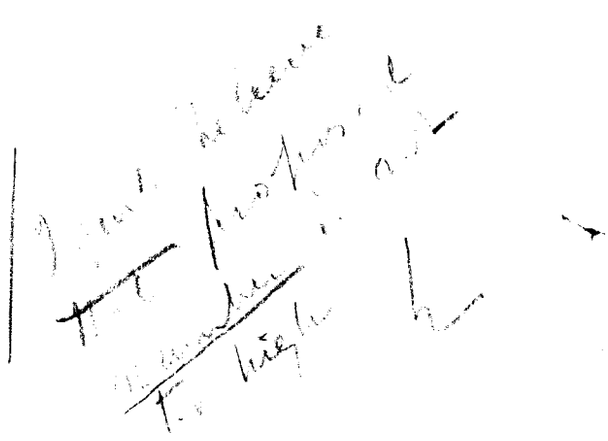
Anyway the comparison is favourable to present proposals. With more work & other circs calling for more hands, the proposed Estabt for less pay, costs much less than the Estabt as all did in the past.

As to the proposed rates being too liberal I would solicit comparison with existing scale in the Offices of the Comptroller & the Chief Clerk for instance. (Schedules for both herewith)

Certainly

mistakes arising from ignorance or carelessness, great care and discri-
-mination require to be exercised at time of enlistment.

12 In my proposals pay and gradations of pay are fixed so as to secure good and qualified persons, and what is equally important so as to keep them in the office long and contented and hope-
-ful. As to the number of hands, I am sure, I have, if at all, erred on the side of proposing too few rather than too many. I think the number proposed is sufficient and suit-
-able.



of Government if Office
Notes are written neat-
and clear, and for this
purpose, clerks should
be available in each
Branch more than may
otherwise be necessary.
Again, a subject may
come up before the
Chief Secretary or a
Member of Govern-
-ment, ever so well pre-
-pared and yet the draft
or an Office Note may
require revision or Correc-
-tion. To avoid the delay,
not to say the worry, in-
-volved in remitting
the file back to the
Office, and to help the
Secretaries and Members

of

of Government in finally dealing with the file, provision is made for a small personal staff to each such officer. While the various classes of work will be divided among officials on the general Establish-ment, no specific work will be allotted to this personal staff who are intended to be entirely at the beck and call of the officers concerned.

14. The nucleus of the Camp Office is also — formed under that head. This will be the minimum staff always taken out. It will be the duty of the

my meaning is that they are to have no assigned work but do work that given to them from time to time - I would for instance have my pers[illegible] Clerks sit in my room & draft all the orders according to which the given in each case. thereby a great deal of work of the sometimes of time & time to the several depts for fair copy &c - the necessity for sorting papers in the office & delay will be avoided

A travelling Depot

this staff to maintain all camp Office requisites such as Reference Books, Registers &c &c. When at Head Quarters they will be available for such work as from time to time may be assigned to them. There is always any amount of floating work available and to engage them. The pay of the Officials of the Camp Office is pitched some-what high, but not too high in view of the facts that they are required to be picked men, each person being familiar with

more

I tried a smaller staff in the past & found that there was delay & some confusion - After all the staff worked in very small & quiet apartment & always Papers being despatched promptly - A rule which I have laid down for the Office is that when once an order is noted in a Report, that Report should be known Report & there should be no delay whatever in the issue of the order.

more than one Branch
of work and having to
be absent long stretches
of time from their homes
at Head Quarters.

15. A separate Camp
Establishment for
Camp Equipage arrange-
-ments is proposed.
Hitherto Officials have
been drafted away from
their legitimate work
with great inconvenience

16. Annexed file B shows
the names of the officials
to be appointed to each
office in the scales fixed
in file A. As well as
possible the existing
Officials have been provided
for and round men put

into

5 Miscell: including Administration Reports and Reviews, Criminal Appeals for Royal Prerogative and Special Subjects which may be referred } Mr. Subbarayer.

Judl / Police Passing

Gold Mines, Finance and Stamps, Residency Correspondence (~~except~~ & others than routine) Public Ceremonial and Special Subjects } Mr. Srikantesvara Iyer & Mr. Anantharasamy Row with the personal Staff of the Diwan.

18. It may be ruled that except matters of routine, all correspondence which issues should issue through, or with the knowledge of, the Chief Secretary.

T. Rmandaswamy Row
22/2/92

Memo

1. I have carefully again considered Mr Anand Rao's memo of 22 Feb 42, with reference to his further remarks in the margin in reply to my observations -

The proposal is for 108 hands costing 4835 Rs, as against 74 hands costing Rs 3249 at present - The numerical increase is very urgently called for, and the increase of Cost I shall try & reduce as much as possible in Carrying out the Scheme, if H.H. kindly sanctions of Rs 4835 as an outside limit. This limit is not too large if compared with what existed before Rendition with scarcely half our present work

2. I am of opinion that the chief Secy. Shd. not be distracted to the extent he is at present, by having to travel - He Shd. be at Bangalore as a Rule

3. Certain things about which I have a decided opinion are (1) the Current Record Shd. be abolished (2) The clerks in Each Dept Shd. have charge of the all papers under disposal and deal with them to the very End including Diaries for the monthly Volume. (3) These Diaries Shd. be printed & circulated daily (4) after final disposal all papers Shd go into the General Record. & (5) The Open file System Shd. be adopted & when this is done much labor will be saved & the Estt Cost of peon will be reduced -

4. The Establishment Scale should be redrawn with refce to the above remarks -

5. The new hands required Shd. be selected from

among Candidates who shd. assemble at the
Public Offices to for the purpose under a Rope
& cease —
6/3/92 Vishwanath Jee

In re "personal clerks"
they had better be
called "Drafting clerks" —
You want a Couple of them
& the Commissioners what
they are accustomed to.
In addn to Sir Mohd ?
may want
~~[redacted]~~ some also, & Each
~~the~~ U.S. one includes
Do other [illegible] Certainly
not under the system
of giving specific work
~~[redacted]~~ of a class
& individual clerks.

Vide memo dated [redacted]
8/3

Mrs Established

Dewars Memo: dated 6th
to Manager -

As directed in the
above I have revised the
Vols with reference to the
decisions announced
in the above - The alter-
-tions are made in
red ink -

They briefly are as follows -
The Current Records and
Deposits branches have
been struck off, a hand
& in some cases 2 hands
being added to each branch
for keeping current records
and preparing Deposits.
~~The work of the Branch~~

The work of compiling the
Monthly Vol of Prs: has hitherto
devolved on the "Drain" branch -
Now if the Scheme as now
modified be passed, the
work will come to the devolved
on the "Indexes" branch -
I am not sure that the hands
~~Monthly~~ be sufficient - I will
see & shall try. If necessary
Ram Chandra is trying
to understand the principle

The work may be divided
so that while the Indexers
prepare & keep the Indexes
to the Vols Monthly &
Annual the 4th ~~Deposit~~ Branch
may be required to get
up the Main work of Com-
-piling the Vol -

System & introduce it here.
A staff of 3 Clerks is allowed
under the head "Temporary"
for this purpose - When
the System is completely
introduced they may be
taken on to any of the
branches where under the
new scheme it may be
found that the new scale
is not sufficient - (Or they
may be posted to distant
Offices for extending the
System there -

Under the revised
scheme I have found
difficulty in providing a
suitable place for the
Clerk who now gets 10/- -
I have therefore put him
into a 60 ℔ place with a
pers[l] allce of 10/- payable
till he could be absorbed
into next scale some where

Of the Draftsmen Clerks &
Leaders I had promised two
English & Canarese Lads
for the Observy but have
selected this & two as directed

I think two such are

or may be absorbed
into the permt scale
when vacancies
arise.

4

Separate Indices for
the separate branches.
I am inclined to think
that it is better to have
a General Index branch
as at present. Each
branch may keep its own
rough indices & note books
for current use - but
a General & comprehensive
Index as at present kept
up had better be main-
tained as a part of the
Record Dept.

Stitt 8/3/92

Authority only the principal
orders have been entered
in the Monthly Vol - but
had better perhaps direct
that all orders shall be
entered, except mere
Remitters - In any
Case a system of having
the Drains printed from
day to day would entail
more work on the Press and
an increase of Establt. and
probably be required there -
The Press Supt will see to this
have

(4) I desire to submit
a copy of G.O. extract
in duplicate & Dy. 2nd Sd.
& working sheet over
my office memorandum
No. dated
9/6/92

To

The Hon. P. Chentsal Rao Pantulu Garu
C.I.E.
Councillor to His Highness
The Maharaja of Mysore

Sir

I have the honour to request
you to kindly sanction an
additional hand for the
Municipal and Local Fund
Branch of the Dewan's Office
I consider the same essential
for the proper and prompt
despatch of business in
the Department of which
I have the honour to be
in charge. I should also
like to be able to fill up
temporary vacancies in
the establishment caused
by leave of absence or
otherwise, if it is not
possible to give me

9/6/92

Chief Secy.

(1) What is the number of hands on
leave now?

(2) What is the number I asked for?

(3) Certain Paramount duties
always devolve on the
vacancies only can be
temporary arrangement
Chief Secy

Replies Ent'd
Overleaf

full powers & appointmen
in in the establishment
under my charge

I have the hono
to be
Sir
Your most obedie
humble Servant
J Paramanova Q

Supt

915/92

Re Appl & Queenies
of the Comptroller noted
overleaf

(1) The present scale is 8 hands on ℔ 285 —
The present scale consists of 8 hands on ℔ 280 —

(2) The scale wh the Comptroller considers
necessary was 9 hands on ℔ 310 being ℔ 350 —

(3) There can be no objection in any quarter
if an order on the point is issued for the info
& guidance of all concerned. I am in favour
of the Cir[s] wh have led to Mr P raising this
question - But as it has been raised an
order will be convenient to avoid misunder-
-standing. There are other Appl[s] & Petit[s]
of Probt in the Mint besides Mr Paramanova.

(4) Debated & Prop[d] Grants under existing orders —

Forwarded
10 May 92

To

The Honourable
P. Chentsal Rao Pantulu
Garu C.I.E.

I have the honour to recommend V. Sr. Lajanna Thetty for an increase of 20 Rs to his pay. The pay of the office in 1889 was 70 Rs, work has multiplied exceedingly since then, Lajanna Thetty has been doing the work since 1889 many on a much lower pay and has so far as I am concerned given entire satisfaction. The Head Clerk of the audit establishment of the Comptroller's office recently sanctioned to a pay of 70 rupees to 100 Rs I submit his case therefore to you as deserving of your favourable consideration on more grounds than one.

I have the honour to be your most obedient servant
V. Lajanna Thetty

When the establishments were recently revised, I recommended a salary of Rs ~~70 to 95~~ 60 to 100, but the Chief Secy gave him only an increase of Rs 10- His pay is now Rs 50. He richly deserves the increase recommended. I beg that I may be authorized to give him Rs 70 with effect from 1st April 1892. His pay, as well as the pay of the Local Fund establishments is now debited to Local Funds.

Submitted to H Dewar 25/11/92 for orders.

26/11/92